



MINUTES

ATTENDEES

Present at the meeting were: Board Members Cathy Shaw (President), Eric Dziura (Vice President), Jill Turner, George Prokop and Susan Kiefer.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Lisa Marston (Assistant Director, Administrative Services), Christopher Davis (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ryan Bradley (Marketing Coordinator), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Carrie Turney Ross (Adult Services Coordinator), Vicki Robinson (Senior Accountant), Elisabeth Campbell (Payroll & Accounting), Carolyn Ryder (Isler Medford, LLC), Jacquelyn Bunick (Legal Counsel), Jewell Stone (Isler Medford, LLC), and Daisy Fields (Executive Assistant), .

CALL TO ORDER/ROLL CALL

President Shaw called the meeting to order at 4:04 p.m. Mrs. Fields took the roll call.

INTRODUCTIONS / PROCLAMATIONS

Ms. May introduced Christopher Davis, Assistant Director of Support Services. Mr. Davis hails from Utah and brings years of experience to JCLD, most recently as a Systems and Electronic Services Librarian at Uintah County Library. Mr. Davis is looking forward to have his family join him in southern Oregon; they will be relocating to the area in March.

CONSENT AGENDA

The Jackson County Library District Quarterly Financial Report and Approval of Library Director's job description were removed from the consent agenda for discussion later in the meeting.

MOTION: Vice President Dziura moved to approve the remaining items on the consent agenda, including the January 14, 2021 Regular Board Meeting Minutes and Resolution 2021-05 Authorizing an Extension of Paid Administrative Leave under the Families First Coronavirus Response Act. President Shaw seconded the motion. The motion was approved unanimously.

Annual Financial Audit Report Year Ended June 30, 2020

Carolyn Ryder, Isler Medford, LLC presented the Audited Annual Financial Report for the year ended June 30, 2020.

MOTION: Director Turner moved to accept the Audit Report. Director Kiefer seconded the motion. Discussion followed; motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Ms. May introduced Kristin Anderson, chairperson of the Equity, Diversity, and Inclusion Committee. Ms. Anderson presented an overview of the ways that the ED&I Committee has worked to support the statements made in JCLS's Stand Against Systemic Injustice. Ms. May was asked to testify on the value of the Ready to Read Grant Program to the Oregon State Subcommittee that oversees the State Library's budget and recommend the program be fully funded for the next fiscal year. Due to the length of the meeting, Ms. May was unable to give her oral testimony but has submitted it in writing. The Strategic Roadmap has been presented to all staff at the regional meetings, and staff input on how these objectives can be achieved to help the plan be successful. The Foundation Director position has been posted and several applications have already been received. The MOU outlining the relationship between JCLD and the Foundation is being reviewed by legal counsel before presentation to the Board. Vice President Dziura remarked favorably about the report of the Social Worker, Mehmood Madha, and the benefits his work will bring to the Library and its patrons. Mr. Madha will be presenting at the March board meeting. Director Turner asked where staff are on the prioritization list for COVID vaccines, and what the plans are to re-open the libraries. Ms. May explained that the library is following State guidelines and will evaluate changes as they become available, keeping staff and patron safety at the forefront of any decisions. The Rogue Reads program will wrap up near the end of February with a virtual Author Talk on Sunday, February 21 with featured author Jacqueline Woodson.

Quarterly Statistical Report (October 1, 2020 – December 31, 2020)

Ms. May reported that there was a change in reporting periods (Q1 & Q2 2021) compared to the benchmark of Q4 2020 (first months of partial closures) to more accurately reflect positive and negative growth due to the pandemic. She also noted that the statistics of database usage have always fluctuated based on programs offered and staff training, which explains the increases in specific database use. The Data/Metrics Committee will meet to discuss proposed changes to the format to help create a more clear, relevant, and useful tool moving forward.

NEW BUSINESS

Budget Committee Member Appointment

Vice President Dziura noted that there were six very qualified candidates that applied for the open position on the JCLD Budget Committee. The screening committee recommended that the Jackson County Library District Board of Directors appoint David Mathieu to the Budget Committee for a term of three years commencing January 1, 2021 through December 31, 2023.

MOTION: Vice President Dziura moved to approve the recommendation. Director Kiefer seconded the motion. The motion was approved unanimously.

Budget Calendar Approval

MOTION: Director Turner moved to approve the JCLD Budget Calendar for 2021-2022 and to appoint Lisa Marston as Budget Officer. Director Kiefer seconded the motion. There was no discussion; the motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

The Facilities Committee met on Friday, January 29, 2021. The committee reviewed the Charter and Work Plan for 2021-2022. Vice President Dziura reported that Phases I and II for the Medford Renovation are largely completed and the space plan for Phase III is well under way. Due to time constraints, the Facilities Master Plan will be carried over into next year. The contract renewal and budget with Jackson County for Facility Maintenance was discussed. The Ashland remodel engineering contract through Jackson County with ORW will need to be extended and amended to add architectural and engineering fees, which will add approximately \$23,000 to the original project cost estimates.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held on Zoom, Thursday, April 8, 2021 from 4-6pm.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 5:45 p.m.

/s/ Daisy Fields

Recording Secretary